

## **Town of Harwich ~ Employment Application**

732 Main St. Harwich, MA 02645 Telephone (508) 430-7513 Fax (508) 432-5039

An Equal Opportunity / Affirmative Action Employer

## PLEASE READ BEFORE FILLING OUT THIS APPLICATION

It is the policy of the Town of Harwich to afford equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, age, military status, sexual orientation, disability, or gender, except where age or sex is a bonafide occupational qualification as allowed by the Civil Rights Act of 1964.

To be sure that your application is properly evaluated, all questions should be answered clearly, completely and accurately.

If you need more space, please attach a separate sheet.

Please print clearly in black or blue ink. Also, "see resume" is not acceptable in any field.

I. CONTACT INFORMATION	,		DATE		
Name					
Last			First		Middle
Address					
Number	Street		Town	State	Zip Code
Mailing Address					
(If different) Number		Street	Town	State	Zip Code
( )	( )				
Telephone	Cell Phone		Email Address		
Ara you over age 199 VEC	NO				
Are you over age 18? YES	NO				
How did you hear about the posi-	tion?				
Have you ever been employed by	y the Town of Harv	wich? When? Wha	t department?		
III. LICENSES (Please list all licer		_			_
Do you have a valid driver's lice Do you have a valid CDL Licens					ate ate
Do you have a valid Hydraulic li		Yes	No If yes, enter		
What other valid licenses or certi			·	•	
IV. OFFICE SKILLS (If application	ble). Check	the column that you f	feel best describes your knowledge	and specify so	oftware products:
		√ Beginner	√ Intermediate Level		Advanced Level
Knowledge of Word Processing					
Knowledge of Spreadsheets					
Knowledge of Databases					
Automated Accounting System Kno	wledge				
Bookkeeping Knowledge					
Transcription Ability					
Shorthand/Speedwriting Ability					

	School	Name, Address, City, State		Years Attended	Degree
College  Graduate School  Trade, Business, Night Courses  Military Service, Other Training  II. SPECIAL SKILLS.  lease list any other skills or abilities you feel are relevant:  III. PRE-EMPLOYMENT DRUG TESTING.  III offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required.  III. EMPLOYMENT OF MINORS.  Town of Harwich is subject to certain child labor provisions regarding the employment of persons under the age of 18. Furth Employment Permit or Education Certificate may be required, depending on you age.  Tre you under age 18? If yes, please indicate your age:  III. MMEDIATE FAMILY.  IMMEDIATE FAMILY WORKING FOR THE TOWN OF HARWICH  Please disclose any immediate family members, including those related to your immediate family by marriage, who are employed by the Town of Harwich. Yo required to complete the information below. "Immediate family is defined as a spouse, child parent and sibling; hose employed in all branches of rown government; and those employed as regular or contract employees, or elected officials. This "sunshine disclosure" is intense that the citizens of our town bave full confidence in bird government and its hirting process. The disclosure will not be used to clean any qualified as seeking a position from receiving full consideration based on the meris of his/her credentials and the requirements of the job. Attach additional pages if need Name of Relative  Relationship  Title of Relative's Job  State Agency  EMPLOYMENT HISTORY, (Please do not write, "see resume". A resume may not be substituted but may be included as a applement.) Please account for the last 4 position you have held. Start with your present or last employer. You may include mervice and any verifiable work performed as in intern or volunteer.  You () may or () may not contact my present employer.  III. PRE-EMPLOYMENT HISTORY.  Title  Dates Worked		1 (41110) 11441 055, 0115, 50400		1 0015 110001	Awarded
Graduate School  Trade, Business, Night Courses  Military Service, Other Training  II. SPECIAL SKILLS. ease list any other skills or abilities you feel are relevant:  III. PRE-EMPLOYMENT DRUG TESTING. III offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required.  III. EMPLOYMENT OF MINORS. III. EMPLOYMENT OF MINORS. III. EMPLOYMENT OF MINORS. III. Employment Permit or Education Certificate may be required, depending on you age.  The you under age 18? If yes, please indicate your age:  III. IMMEDIATE FAMILY.  IMMEDIATE FAMILY WORKING FOR THE TOWN OF HARWICH  Please disclose any immediate family members, including those related to your immediate family by marriage, who are employed by the Town of Harwich. You going the source of the properties of the properties of our town have full confidence in their government and its hirting process. The disclosure will not be used to a spouse, child, parent and stibling: nose employed in all branches of town government; and those employed as a spouse, child, parent and stibling: nose employed in all branches of town government; and those employed as segular or contract employees, or elected officials. This "sunshine disclosure" is intensure that the citizens of our town have full confidence in their government and its hirting process. The disclosure will not be used to a youghtful questioned any qualified questions and properties of the requirements of the job. Annach additional pages if need Name of Relative  Name of Relative  Relationship  Title of Relative's Job  State Agency  EMPLOYMENT HISTORY. (Please do not write, "see resume". A resume may not be substituted but may be included as a pplement.) Please account for the last 4 position you have held. Start with your present or last employer. You may include mirrice and any verifiable work performed as in intern or volunteer.  You () may or () may not contact my present employer.	High School				
Trade, Business, Night Courses  Military Service, Other Training  I. SPECIAL SKILLS.  lease list any other skills or abilities you feel are relevant:	College				
Military Service, Other Training  M. SPECIAL SKILLS. ease list any other skills or abilities you feel are relevant:  MI. PRE-EMPLOYMENT DRUG TESTING.  III offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required.  MI. EMPLOYMENT OF MINORS.  The Town of Harwich is subject to certain child labor provisions regarding the employment of persons under the age of 18. Furth a Employment Permit or Education Certificate may be required, depending on you age.  The you under age 18? If yes, please indicate your age:  MIMEDIATE FAMILY WORKING FOR THE TOWN OF HARWICH  Please disclose any immediate family members, including those related to your immediate family by marriage, who are employed by the Town of Harwich. You see any immediate family members, including those related to your immediate family by marriage, who are employed the town of Marwich. You see employed in all branches of town government; and those related to your immediate family by marriage, who are employed the subject of the town of Marwich. You see employed in all branches of town government; and those related to your immediate family by marriage, who are employed the form and subjing, at the your source of the post of Marwich. You use employed in all branches of town government; and those employed as regular or contract employees, or elected officials. This "annotine disclosure" is not used to exclude any application of the part of the part of the part of the source will not be a seeking a position from receiving full consideration based on the merits of his/her credentials and the requirements of the job. Attach additional pages if need Name of Relative  Relationship  Title of Relative's Job  State Agency  EMPLOYMENT HISTORY. (Please do not write, "see resume". A resume may not be substituted but may be included as a pplement.) Please account for the last 4 position you have held. Start with your present or last employer. You may include mi rvice and any verifiable work performed as in intern or v	Graduate School				
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Employer		Address			
Telephone		Title	Title		
Supervisor		Dates Worked	Dates Worked		
Salary Received		Reason for Lea	Reason for Leaving		
Description of Primary Du	uties:				
Employer		Address			
Telephone		Title			
Supervisor		Dates Worked			
Salary Received		Reason for Lea	ving		
Description of Primary Du	uties:				
Employer		Address			
Telephone		Title			
Supervisor		Dates Worked			
Salary Received		Reason for Lea	ving		
Description of Primary Du	uties:				
I. PROFESSIONAL REA		REFERENCES (Not	Personal):		
	eople not related to you who can	comment on your wor	k performance and/or expe	ience.	
NAME	ADDRESS	PHONE	OCCUPATION	YEARS ACQUAINTED	

## RELEASE AND CERTIFICATION PLEASE READ BEFORE SIGNING

I understand that acceptance of this application by the Town of Harwich does not imply that I will be employed.

The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.

I understand that any offer of employment that I receive from the Town of Harwich is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Harwich receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.

In processing my application for employment, the Town of Harwich may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.

I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.

I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.

If employed by the Town of Harwich, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may require a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certifications(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers compensation and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.

I understand that the Town of Harwich is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My Signature Certifies that I have read and agree with the above statement and all statements contained in this application for employment.

Applicant Name (Please Print)	<del>.</del>
Applicant Signature	Date

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil pliability." MGL Ch. 149, Section 19B